

REPORTING REQUIREMENTS

Pursuant to RCW 43.09.230, Annual Reports are to be certified and filed with the State Auditor's Office (SAO) within 150 days after the close of each fiscal year.

Statements and Schedules	Special Purpose Districts ^{1/} <u>using</u> BARS chart of accounts		Special Purpose Districts ^{1/} and other Entities <u>NOT</u> using BARS Chart of Accounts ^{2/}	
	With annual revenue of \$2 million or more	With annual revenue of less than \$2 million	Governmental	Proprietary
C-4 Fund Resources and Uses Arising from Cash Transactions	O ^{3/}	See caution		
C-5 Fiduciary Fund Resources and Uses Arising from Cash Transactions	O ^{3/}	See caution		
C-1 Statement of Activities Arising from Cash Transactions	See footnote 3	See caution		O
C-2 Resources and Uses Arising from Cash Transactions			O	
04 Detail of Revenues and Other Sources	O	O		
05 Detail of Expenditures and Other Uses	O	O		
09 Long-Term Debt	O	O	O	O
16 Expenditures of Federal Awards and State/Local Financial Assistance	O	O	O	O
19 Labor Relations Consultant(s)	O	O	O	O
21 Risk Management	O	O	O	O
22 Annual Questionnaire for Audit Assessment ^{3/}		See footnote ^{4/}	See footnote ^{4/}	See footnote ^{4/}

O Required to be prepared by special purpose districts and other entities and submitted to the SAO.

^{1/} Governmental districts are special purpose districts generating majority of their revenues from taxes. Proprietary districts generate majority of their revenues from charges for sales of goods and services.

^{2/} Applies only to general purpose districts not using a county as their treasurer.

^{3/} Proprietary special purpose districts should prepare statement C-1 in lieu of statements C-4 and C-5.

^{4/} Local governments with total revenues usually less than \$200,000 are **also** required to submit an Annual Questionnaire for Audit Assessment.

Caution

Local governments with total revenues of \$2 million or less are not required to prepare C-4 or C-5 statements. However, the city/county/district must prepare them if debt covenants or grant documents require a financial statement opinion **or** if more than \$500,000 was expended in federal funding and a federal single audit is required. The legislative body of a city/county/district may request an audit of their financial statements if total revenues are less than \$2 million. If this request is made, C-4 and C-5 statements and notes should be prepared. The \$2 million threshold calculation excludes any proceeds from issuance of long-term debt and resources held by the government in its fiduciary capacity. Local governments which choose not to prepare C-4 and C-5 statements, have to provide their budgeted information on schedules 04 and 05.